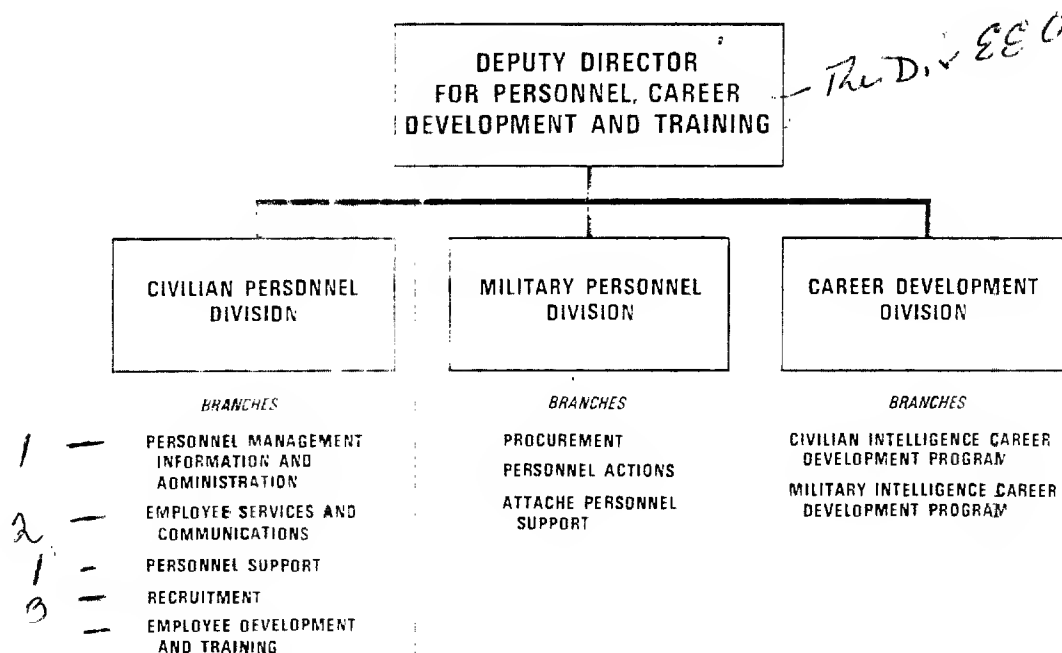


Approved For Release 2002/05/07 : CIA-RDP82-00357R000300050087-3

4 May 1976

DIAM 49-1C

DIA Declassification/Release Instructions on File



1 May 1975

DIAM 49-1

DEPUTY DIRECTOR FOR PERSONNEL
CAREER DEVELOPMENT AND TRAINING

MISSION:

To direct the development and implementation of the Agency's military and civilian personnel management plans, policies, procedures and programs; to develop policies, procedures, and guidance for an overall career development program for all civilian General Intelligence personnel in DoD; and to develop policies and procedures for the review and coordination of career development programs for military General Intelligence career personnel of the Military Departments.

FUNCTIONS:

1. Plans, directs, implements, and evaluates the development and operation of the military and civilian personnel programs and services.
2. Develops and implements policies and procedures for the procurement of military personnel for the Agency.
3. Develops policies, procedures, and guidance for an overall career development program for all civilian General Intelligence personnel in DoD.
4. Develops policies and procedures for the review and coordination of career development programs for military General Intelligence career personnel.
5. Develops and controls a central civilian ICDP referral system for all DoD civilian billets and personnel in the General Intelligence field.
6. Designs, develops, and conducts the Agency personnel management information system to meet the overall personnel information requirements of DIA management.
7. Evaluates and validates DoD requirements for General Intelligence education and training.

DIAM 49-1

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CIVILIAN PERSONNEL DIVISION

1. Develops plans, policies, and procedures for the recruitment, placement, career advancement, retention, and administration of all civilian personnel in DIA.
2. Provides a position classification and pay administration program to effect an orderly identification and grouping of positions, attain equitable pay management, and facilitate the other personnel processes.
3. Conducts the DIA recruitment program and assesses the total qualifications and acceptability of applicants for employment in DIA commensurate with the specialized qualifications and suitability requirements. Establishes and maintains the Agency's application files and communications.
4. Administers the Agency internal career system including the Career Panel Selection Program, College Recruitment Program, Job Requirements Program, Structured Career Grades Program, Career Appraisal Program, and Equal Employment Opportunity Program.
5. Provides a civilian employee services program for management and civilian employees, including management advisory service, employee counseling, recognition and incentive awards, separations, retirements, communications, discipline, benefits, grievances, and appeals.
6. Conducts studies of personnel policies, programs, and procedures relative to Agency mission changes, manpower availability, new personnel legislation, and management and employee needs, develops policy and procedural changes, and Agency personnel directives.
7. Maintains official personnel records and report systems and provides personnel for the U.S. civilian employees of the DAS.
8. Determines, evaluates and validates internal DIA requirements for education and training to meet immediate and long-range needs of Agency civilian personnel and administers short term job-related training needs of military personnel assigned to DIA; develops and administers the Agency's entry level training program and the management development program.
9. Develops, implements and administers the DIA portion of the DoD ICDP.
10. Provides staff advice on civilian personnel matters to all levels of Agency management and employees and conducts periodic program evaluations.

1 May 1975

DIAM 49-1

PERSONNEL MANAGEMENT INFORMATION AND ADMINISTRATION BRANCH

1. Operates the DIA civilian personnel management information system (PMIS).
2. Provides for the input processing, storage, and retrieval of civilian personnel data through the use of automatic data processing techniques.
3. Maintains a DIA civilian personnel qualifications records system.
4. Satisfies internal and external requirements for personnel management information.
5. Administers a civilian personnel information reporting system.
6. Administers the manual processing and documentation of civilian personnel actions.
7. Authenticates civilian personnel actions and employee benefits elections.
8. Maintains the Official Personnel Folders for DIA civilian employees.
9. Maintains the Executive Inventory on DIA civilian employees.
10. Coordinates the Agency EEO Program for the Director, EEO.

DIAM 49-1

1 May 1975

EMPLOYEE SERVICES AND COMMUNICATIONS BRANCH

1. Develops plans, policies, regulations, and procedures for the administrative management of DIA civilian personnel program (except position classification and recruitment).
2. Plans, develops, implements, and administers DIA civilian employee oriented programs such as retirement, performance rating and career appraisal, incentive awards, suggestion awards, and employee orientation.
3. Administers employee benefits programs pertaining to health benefits, insurance, leave, and disability compensation.
4. Plans, develops, implements, and administers employee/management communications programs.
5. Provides advice and counsel to employees and management officials on EEO complaints and formal grievances.
6. Processes formal/informal grievances and EEO complaints.
7. Researches and provides information to Members of Congress and the Civil Service Commission (CSC) in connection with employee initiated appeals and complaints.
8. Systematically reviews and updates all civilian personnel regulatory issuances.
9. Conducts civilian personnel program review as directed.

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DIAM 49-1

PERSONNEL SUPPORT BRANCH

1. Plans, develops, and implements the Agency's Civilian Position Classification and Pay Management Program.
 - a. Provides advice and counsel to DIA operating officials on all matters pertaining to position classification and pay management.
 - b. Evaluates, classifies, and sets salary rates for civilian positions.
 - c. Administers the annual position classification review of civilian positions.
2. Staffs DIA civilian positions.
 - a. Administers the DIA Merit Selection Program.
 - b. Provides advice and counsel to the DIA Career Board and Career Panels concerning staffing actions subject to their jurisdiction.
 - c. Provides advice and counsel to DIA operating officials and employees on all civilian personnel staffing matters.
 - d. Forecasts staffing needs, initiates recruitment action, and conducts necessary interviewing, selection and appointment activities to fulfill projected requirements (excluding bulk hire/programmed hiring occupational categories).
 - e. Develops DIA qualifications standards tailored to the needs of the DIA.
3. Provides advice and counsel to DIA operating officials and employees on all matters relating to the maintenance of good employee/management relations.

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RECRUITMENT BRANCH

1. Plans, develops, and implements DIA Recruitment and Evaluation Programs.
 - a. Forecasts personnel requirements, initiates requirement action, and conducts necessary interviewing, selection, and appointment activities for bulk hire/programmed hiring occupational categories.
 - b. Plans and conducts local and field recruitment activities for bulk hire/programmed hiring occupational categories.
 - c. Plans and conducts High School and College Relations programs.
 - d. Plans and conducts on-campus high school and college recruitment programs.
 - e. Plans and conducts selective recruitment activities, such as, Cooperative Education (work/study) Programs and employment of veterans, minority, and handicapped personnel.
2. Establishes, maintains, and controls the Agency's file of applications and related correspondence.
3. Prepares budget requirements in support of DIA recruitment activities including recruitment travel, advertising, PCS, and pre-employment interviews.
4. Develops and distributes recruitment literature.
5. Projects Agency personnel requirements.

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EMPLOYEE DEVELOPMENT AND TRAINING BRANCH

1. Plans, develops, administers, and evaluates DIA and DoD Career Development and Training Programs for civilian and military personnel (as appropriate).
2. Develops, implements, administers, and evaluates the DIA portion of the DoD-wide Civilian Career Program for General Intelligence Personnel, the Full-Time Study Program, DIA Executive and Management Development Program, employee development and training portion of the Entry Level Professional Training Program, communications skills training and other DIA career development programs for professional, nonprofessional, and wage-rate personnel.
3. Plans, develops, and administers the training portion of the DIA Equal Employment Opportunity/Upward Mobility Program.
4. Plans, develops and administers rotational assignments under the ICDP, and the inter-agency (DIA/NSA and DIA/CIA) Exchange Program.
5. Implements and administers within DIA the DoD Civilian Career Programs for Comptroller/Financial Management Personnel and Procurement Personnel.
6. Projects career development and training requirements for DIA; develops and administers budget requirements in support of the DIA Career Development and Training Program; reports to OMB, CSS, and CSD on the overall training program.
7. Develops and administers the budget requirements and provides administrative and logistical support for the Directorate.

4 + 25 mil
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total

DIAM 49-1C

MILITARY PERSONNEL DIVISION

1. Develops and implements plans, policies and procedures for the personnel management of military personnel assigned to the Agency.
2. Develops and implements policies and procedures for the procurement of military personnel for the Agency.
3. Assigns and administers all military personnel of the Agency.
4. Processes and maintains essential personnel records in conformance with procedures established by the Military Departments.
5. Provides and maintains current statistical data on military personnel with the Agency for use by DoD, other appropriate agencies, and DIA staff elements.
6. Conducts the Agency's award program for military personnel.
7. Requisitions, assigns, and administers all mobilization designees.
8. Coordinates military personnel actions with officials of concerned offices within the DIA, OSD, OJCS, Military Departments and Department of State.
9. Maintains in the AH area of Pomponio Plaza adequate personnel administration capability to support the Defense Attache System.

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DIAM 49-IC

PROCUREMENT BRANCH

1. Formulates, coordinates, and implements policies and procedures for the acquisition of military personnel.
2. Administers the selection, assignment, reassignment, and replacement actions required to assure adequate military manning of DIA.
3. Maintains liaison with DIA activities and the Military Departments on matters pertaining to procurement of military personnel.
4. Processes requests for extension and curtailment of DIA military personnel.

DIAM 49-1C

4 May 1976

PERSONNEL ACTIONS BRANCH

1. Formulates, coordinates, and implements policies and procedures concerning personnel actions for the administration of military personnel assigned to DIA, including in- and out-processing, performance reports, promotions, leaves, personal affairs, pay, retirement, and other personnel matters.
2. Maintains military records according to the Services's directives.

ATTACHE PERSONNEL SUPPORT BRANCH

NOTE: The functions of this Branch, which renders personnel support to the Defense Attache System, are similar to those performed by the other two branches under the Military Personnel Division and are so performed in the interests of operational necessity and responsiveness. These conditions pertain to the absence of a desirable physical consolidation of DIA elements and the requirement to maintain in the AH area of Pomponio Plaza adequate personnel administration capability to support the DAS.

1. Formulates, coordinates and implements policies concerning personnel actions for Military Personnel assigned the Defense Attache System, including (but not limited to) acquisition, administration, training, performance reports, record maintenance according to the Services' directives, coordination with Department of State, promotions, personal affairs and other personnel matters.
2. Serves as liaison with the Deputy Director for Attaches and Human Resources.

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DIAM 49-1

CAREER DEVELOPMENT DIVISION

1. Develops policies, programs, guidance, and procedures for the management and operation of the DoD civilian ICDP.
2. Develops programs and procedures for the review and coordination of career development programs for military General Intelligence career personnel.
3. Delineates the civilian General Intelligence field within DoD, and develops career levels and patterns, including job and qualification standards.
4. Develops and controls a DoD-wide referral system for all identified civilian General Intelligence billets and personnel.
5. Evaluates the adequacy of career programs for military and civilian General Intelligence personnel.
6. Evaluates the adequacy of and requirements for intelligence training and education for the military and civilian ICDP's; develops plans and guidance necessary for the conduct, management, and integration of such training so that training programs are economical and efficient without unnecessary duplication, and are continually responsive to the requirements of the DoD.
7. Validates DoD requirements for intelligence education and training courses to be conducted by Joint Intelligence Training facilities.

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CIVILIAN INTELLIGENCE CAREER DEVELOPMENT PROGRAM BRANCH

1. Develops definitions and standards to delineate civilian General Intelligence positions in the DoD.
2. Develops civilian General Intelligence career levels and patterns.
3. Formulates statements of requirements and criteria for individual positions and requirements for training courses.
4. Provides guidance and information necessary for the development of position qualification requirements for career civilian intelligence personnel to assist components in identifying and providing qualified General Intelligence personnel to the Intelligence Community.
5. Develops the requirements and system specifications for a DoD-wide civilian ICDP referral system for all identified billets and personnel, and develops procedures for its maintenance and utilization related to vacancies, promotion opportunities, training requirements, and rotated assignments; maintains liaison with system design and computer support activities.
6. Develops policies, procedures, and guidance on career management personnel actions pertaining to appointment, selection, assignment, rotation, mobility, promotion, training, and the utilization of ICDP career boards and panels.
7. Prepares evaluations of the adequacy of career programs for civilian General Intelligence personnel in DoD.

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MILITARY INTELLIGENCE CAREER DEVELOPMENT PROGRAM BRANCH

1. Reviews the military ICDP's established and administered by the Military Departments to determine the adequacy of established programs; provides the Secretary of Defense an annual evaluation of these programs to include comments and recommendations on achievements, problems, and plans for solution of identified problems in the military General Intelligence career field.
2. Reviews and coordinates the identification of military positions to be included in the ICDP.
3. Coordinates among the Military Services, the U&S Commands and the DIA to facilitate the exchange of information related to military ICDP's.
4. Provides guidance and information necessary for the development of position qualification requirements for career military intelligence personnel to assist the Services in providing qualified intelligence personnel to the Unified Commands and DIA.
5. Provides for the review and coordination of all DoD General Intelligence and counterintelligence training; develops plans and guidance necessary for the conduct, management, and integration of such training so that training programs are:
 - a. Economical and efficient without unnecessary duplication.
 - b. Contributing to ICDP in accordance with DoD Directive 5010.10.
 - c. Continually responsive to the requirements of the DoD.
 - d. Validating military intelligence requirements for education and training courses to be conducted by Joint Intelligence Training facilities.